



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Administrative Instruction (AI) No. 30, "Building Security for the Pentagon,"
August 18, 2000

References: (a) Administrative Instruction No. 30, subject as above, July 28, 1982 (hereby
canceled)

(b) Deputy Secretary of Defense memorandum, "Pentagon Security," July 14, 2000

Administrative Instruction No. 30 (reference (a)), is being issued under this directive-type memorandum to immediately disseminate policy and procedures for building security for the Pentagon. AI No. 30 has been significantly rewritten to support and include security issues addressed in the Deputy Secretary's memorandum (reference (b)). The Instruction has been reviewed by security offices of the Services and Joint Staff and now provides comprehensive coverage of building security issues.

This memorandum is effective immediately. A final AI 30 shall be issued within 180 days.


D. O. Cooke
Director

Attachment a/s

cc: Directives Division, C&D

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC 20301

Administration
& Management

ADMINISTRATIVE INSTRUCTION NO. 30

SUBJECT: Security for the Pentagon Reservation

References: (a) Administrative Instruction No. 30, "Building Security for the Pentagon," July 28, 1982 (hereby canceled)
(b) Title 32, "Code of Federal Regulations", Part 234, "Conduct on the Pentagon Reservation," current edition
(c) DoD 5200.8-R, "DoD Physical Security Program," May 1991, authorized by DoD Directives 5200.8, "Security of DoD Installations and Resources," April 25, 1991
(d) DoD Directive 5110.4, "Washington Headquarters Services (WHS)," May 1999
(e) through (n), see enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to update policy, responsibilities, and procedures for the administration of security programs for the Pentagon Reservation, Arlington, Virginia.

2. APPLICABILITY AND SCOPE

This Instruction applies to:

2.1. The Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Defense Agencies, and the DoD Field Activities supported by the Washington Headquarters Services (WHS) on the Pentagon Reservation (hereafter referred to collectively as "the DoD Components").

2.2. All visitors and contractors.

3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

4. POLICY

4.1. It is DoD policy that the security of the Pentagon Reservation is vital to the national security. Security measures for this sensitive facility must be similar to those of a command center as opposed to a traditional office facility.

4.2. The Chief, Defense Protective Service (DPS), operating under the direct oversight of the Director, Administration and Management, OSD, is responsible for providing security for the Pentagon and associated leased office spaces. To assist the Chief, DPS, a Pentagon Security Advisory Group (PSAG) will be established which the Chief, DPS, will co-chair with the senior military assistant to Deputy Secretary of Defense. The PSAG will function as a collection point for security concerns, validate vulnerabilities and examine/initiate countermeasures. The PSAG will also provide customer input to DPS as well as act as a coordinating body for all security initiatives in the Pentagon and leased areas. The PSAG membership will include senior security representatives of the Military Departments, Joint Staff, National Security Agency, Defense Intelligence Agency and the Assistant Secretary of Defense for Command, Control, Communications and Intelligence. Additional advisors will be added at the discretion of the co-chairs as required.

5. RESPONSIBILITIES

5.1. The Chief, Defense Protective Service, shall be responsible for:

5.1.1. The preservation of public order; protection of life, and property; prevention of crime and disorder; the detection and arrest of violators of the law; and the enforcement of Federal and State laws, building rules and regulations (32 CFR 234, reference (b)); the maintenance of security; and the provision of public service to the community. Additional guidance regarding rules pertaining to conduct on the Pentagon Reservation is contained in enclosure 7.

5.1.2. The investigation of criminal activities over which the DPS has jurisdiction, and assistance to other Federal, and DoD component investigative agencies.

5.1.3. Providing additional security services commensurate with a command center above those basic security services provided by the DPS, in space assigned to tenant Agencies, if they were requested by the DoD Component on a reimbursable basis. Procedures for requesting reimbursable security services are in enclosure 11.

5.1.4. The physical security program for the perimeter of all facilities on the Pentagon Reservation, access, and circulation control which shall be developed and implemented in accordance with DoD 5200.8-R (reference (c)). All requests for

security-related equipment and construction in space assigned to tenant Agencies shall meet prescribed guidelines and shall not interfere with building security.

5.1.5. Performing physical security surveys of public areas, developing threat analysis of buildings, and presenting crime prevention programs to DoD employees.

5.1.6. Provides Counterintelligence (CI) investigative support and/or facilitates outside CI support in accordance with DoD Directives 5240.2 and 5240.6, DoD Instruction 5240.4, and established Memorandums of Agreement. Provides CI support in the form of Technical Surveillance Countermeasures (TSCM) for OSD. Having primary TSCM responsibility for the Pentagon Reservation, acts as the interagency and intercomponent TSCM coordinator. All CI and TSCM requests, including Technical Surveillance Measures, e.g. legitimate covert audio and video installations on the Pentagon Reservation must be approved and coordinated through the DPS, Security Services Division, Counterintelligence Unit. Further information, including requesting procedures is in enclosure 16.

5.1.7. The destruction of all classified and "Privacy Act" (Pub. L. No. 93-579 (1974) (reference (e))) informational material by the DoD Components. The procedures for destroying classified material at the National Capital Region (NCR) facility are in enclosure 15.

5.1.8. Developing security policy and the implementation of security procedures for the Pentagon Reservation. Develop and promulgate contingency plans, as deemed necessary, to provide for preservation of life, safety, property, and continuity of operations during natural and man-made disasters. Plans shall include, but shall not be limited to, emergency procedures (enclosure 8) for responding to emergency situations, such as:

5.1.8.1. Reporting unusual occurrences (crimes, fire, natural disaster, or medical).

5.1.8.2. Hostage and/or terrorist procedures.

5.1.9. Prescribing and implementing the DoD building pass system to include the design, color specifications, procurement, accountability, and issuance (enclosure 4). Establish admittance and escort procedures for the Pentagon Reservation (enclosure 5).

5.1.10. Providing for the administration and enforcement of the parking program on the Pentagon Reservation and vehicle access to the Pentagon, as prescribed in AI No. 88 (reference (f)). Vehicle access information to secured areas of the Pentagon Reservation is in enclosure 6.

5.1.11. Prescribing and implementing a property control program to promote

the accountability of property authorized to be removed from the Pentagon Reservation (enclosure 12).

5.1.12. Operating a communications center to serve as a central point to report all unusual and emergency incidents and to monitor security and fire alarm systems.

5.2. The Director Real Estate and Facilities, Washington Headquarters Services, through the Director, Federal Facilities Division, shall:

5.2.1. In accordance with 18 USC 930 (reference (g)), conspicuously post at each public entrance to the Pentagon Reservation, notice of the provisions of 18 USC 930(a) and 18 USC 930(b).

5.2.2. Submit all requirements for security construction and security equipment installation to the Chief, DPS, or designee, for review and coordination.

5.2.3. Approve, maintain, and coordinate applications for permits to use an area, which is not under the direct control of a DoD Component.

5.2.4. Authorize the installation of antennas on the roofs of the buildings.

5.2.5. Promulgate occupant emergency plans for each building on the Pentagon Reservation.

5.3. The Heads of the DoD Components shall:

5.3.1. Appoint authorizing officials who shall sign DD Form 2249, "DoD Building Pass Request," and shall maintain appropriate records that ensure strict accountability for all passes issued, lost, turned in, expired, or destroyed.

5.3.2. Appoint authorizing officials who shall sign a memorandum or letter for removal of property from the buildings on the Pentagon Reservation.

5.3.3. Inform and forward reports of intelligence, counterintelligence, and security threats that involve any degradation of security of the Pentagon Reservation to the Chief, DPS, or designee.

5.3.4. Establish and implement internal security programs to promote awareness by all personnel of contingency procedures and to comply with the provisions of this instruction.

6. EFFECTIVE DATE

This Instruction is effective immediately.

D. O. COOKE

Enclosures - 12

- E1. References
- E2. Definitions
- E3. Table of Contents
- E4. The DoD Building Pass System
- E5. Admittance Procedures
- E6. Vehicle Access to Secured Areas of Pentagon Reservation
- E7. Conduct on the Pentagon Reservation
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- E12. Property Control/Inspection
- E13. Weapons and/or Explosives
- E14. Security Equipment and Construction
- E15. Destruction of Classified Material
- E16. Counterintelligence and Technical Surveillance Countermeasures
- E17. Training

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Public Law 93-579, "The Privacy Act of 1974," December 31, 1974; Section 552a of Title 5, United States Code, as amended
- (f) Administrative Instruction No. 88, "Pentagon Parking Plan," June 26, 1989
- (g) Section 930g of title 18, United States Code
- (h) DoD 5200.2-R, DoD Personnel Security Program, "January 1987, authorized by DoD Directive 5200.2, April 9, 1999
- (i) Section 2674 of title 10, United States Code
- (j) Section 499 of title 18, United States Code
- (k) Section 13 of title 18, United States Code
- (l) DoD 5200.1-R, "Information Security Program," January 1997, authorized by DoD Directive 5200.1, December 13, 1996
- (m) DoD Directive 5230.20, "Visits and Assignments of Foreign Representatives," August 12, 1998
- (n) DoD Directive 0-2000.12 DoD Antiterrorism/Force Protection Program

E2. ENCLOSURE 2

DEFINITIONS

E2.1. TERMS

E2.1.1. Background Investigation (BI). A personnel security investigation consisting of both record reviews and interviews with sources of information as prescribed in DoD Regulation 5200.2-R., paragraph 3, appendix b, covering the most recent 5 years of an individual's life or since the 18th birthday, whichever is shorter, provided that at least the last 2 years are covered and that no investigation will be conducted prior to an individual's 16th birthday.

E2.1.2. Concessionaire. Any person employed by a firm that has a contract with the DoD Concessions committee.

E2.1.3. Contractor. Any person who is employed by a private commercial firm having a contract with the Department of Defense.

E2.1.4. Counterintelligence (CI). Information gathered and activities conducted to protect against espionage, other intelligence activities, sabotage or assassinations conducted by or on behalf of foreign governments or elements thereof, foreign organizations, or foreign persons, or international terrorist activities.

E2.1.5. Dangerous Weapon. Means a weapon, device, instrument, material or, substance, animated or inanimate, which is used for, or may cause death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2-1/2 inches.

E2.1.6. Defense Protective Service (DPS). That WHS element with primary responsibility for security and law enforcement on the Pentagon Reservation.

E2.1.7. Entrance National Agency Check (ENTNAC). A personnel security investigation conducted in the same manner as a national Agency check (NAC) except that a technical fingerprint search of the files of the Federal Bureau of Investigation is not conducted.

E2.1.8. Espionage. The act of obtaining, delivering, transmitting, communicating or receiving information about the national defense with the intent or reason to believe that the information may be used to the injury of the United States or to the advantage of any foreign nation. The offense of espionage applies in time of war and peace.

E2.1.9. Immigrant Alien. Any person who has been lawfully admitted into the United States for permanent residence under an immigrant visa.

E2.1.10. Immigration and Nationalization Service (INS) A federal agency within the

Department of Justice that administers the nation's immigration laws.

E2.1.11. Instructor. Any person who is contracted to instruct DoD employees.

E2.1.12. Maintenance Personnel. People employed by a civilian commercial firm to perform, design, construct, install, repair, move or maintain the physical structure of the building, office furniture, rugs or grounds.

E2.1.13. National Agency Check (NAC). A personnel security investigation of a records review of certain national agencies as prescribed in DoD Regulation 5200.2-R (reference (h)), Paragraph 1, Appendix B, including a technical fingerprint search of the files of the Federal Bureau of Investigation.

E2.1.14. National Capital Region. The District of Columbia, Montgomery and Prince George's counties in Maryland; Arlington, Fairfax, Loudoun and Prince William counties in Virginia; the cities of Alexandria, Fairfax and Falls Church in Virginia; and all cities or hereafter existing in Maryland or Virginia within geographic area bounded by the outer boundaries of the aforesaid counties.

E2.1.15. NAC with Written Inquiries (NACI). A search of the Office of Personnel Management and combining NAC's and written inquiries to law enforcement agencies, former employers and supervisors, references and schools.

E2.1.16. National Crime Information Center (NCIC) Check. A search of the nationwide computerized information system established as a service to all criminal justice agencies.

E2.1.17. Pentagon Reservation. The area of land and improvements, thereon, located in Arlington, Virginia, on which the Pentagon, Federal Building Number 2, the Pentagon heating and sewage treatment plants and other Pentagon facilities, including all walkways, roadways and areas designated for parking.

E2.1.18. Police Officer. Any appointed uniformed member or criminal investigator of the DPS.

E2.1.19. Public Area. Those areas of the Pentagon Reservation where access by the general public is unrestricted.

E2.1.20. Representative. Any person who is conducting official business with a DoD Component or Agency.

E2.1.21. Security Hours. Security hours for the Pentagon Reservation are 2000 – 0600 Monday through Friday and 24 hours a day on Saturdays, Sundays and holidays. The term Security Hours reflects those periods of time when personnel access controls are more restrictive.

E2.1.22. Special Agency Check (SAC). A personnel security investigation which consist of FBI fingerprint classification records, a name check of FBI identification, an OPM Security/Suitability Investigations Index (SII) check and/or and other requested coverage items used to facilitate the thorough background check of an applicant.

E2.1.23. Single Scope Background Investigation (SSBI). A personnel security investigation consisting of all of the components of a BI plus additional investigative requirements as prescribed in DoD Regulation 5200.2-R (reference (h)), paragraph 4, Appendix B. The period of investigation for a SSBI is the last 15 years or since the 18th birthday, whichever is shorter, provided that the last 2 full years are covered and that no investigation will be conducted prior to an individual's 16th birthday.

E2.1.24. Technical Surveillance Countermeasures (TSCM). The conduct of investigations to detect and neutralize a wide variety of penetration technologies that aid spies in espionage operations.

E2.1.25. Traffic Control Devices. All signs, signals, markings and devices placed or erected for regulating, warning or guiding, vehicular or pedestrian traffic.

E2.1.26. U.S. National. Any person, not a citizen of the United States (e.g., an American Samoan), who owes permanent allegiance to the United States.

E2.1.27. Vehicle. All vehicles, self-propelled or designed for self-propulsion, all motorized vehicles and every vehicle drawn by or designed to be drawn by a motor vehicle and every device in, or by which any person or property is, or may be transported or drawn on a highway or designated pathway; to include devices moved by human or animal power, whether required to be licensed in any state, or otherwise.

E2.1.28. Visitor. Any person that does not possess a DoD building pass or an authorized identification card.

E3. ENCLOSURE 3

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E4. ENCLOSURE 4

THE DOD BUILDING PASS SYSTEM

E4.1. POLICY.

E4.1.1. DoD building passes are issued to qualified federal employees and DoD Contractors for their use only, for the sole purpose of facilitating the conduct of official U.S. government business. The lending of a pass to another individual or alteration of a pass is in violation of 18 U.S.C. 499 (reference (j)) and may result in prosecution. DoD Directive 5200.2-R (reference (h)), shall be the guideline for personnel background checks. A building pass shall be issued to a person assigned for duty to an office located in the building, or who is performing a contractual service for the building occupants. Specific types of passes are required for admittance during designated hours.

E4.1.2. The provisions of this administrative instruction apply to security responsibilities for buildings managed by Washington Headquarters Services. The instruction does not apply to security responsibilities for buildings located on military reservations, posts, camps, stations, installations, and activities in the National Capital Region which are covered by the provisions of DoD Directive 5200.8, "Security of Military Installations and Resources," dated July 29, 1980, unless otherwise provided by specific agreement between the Director, Washington Headquarters Service and the DoD Component concerned.

E4.2. PERMANENT DOD BUILDING PASS

All employees in the Pentagon shall wear a DoD Building Pass that is prominently displayed on the outer clothing above the waist at all times. To obtain a permanent building pass for admittance to the Pentagon reservation, the applicant must work in a building on the Pentagon Reservation. Only one of the four types of permanent building passes that reflects the type of employee, hours of access, and escort privileges shall be issued to any applicant, as follows:

E4.2.1. DD Form 1466. "DoD Building Pass" (White Background). It shall be, as follows:

E4.2.1.1. Issued to active duty military, Reserve, National Guard and U.S. government civilian personnel employed by all Government agencies and who are U.S. citizens, U.S. nationals, naturalized citizens, or immigrant aliens.

E4.2.1.2. Issued minimally for 1 month and maximally for 3 years.

National Guard and Reserve personnel from outside the local area assigned to positions within the Pentagon or DoD delegated buildings shall present orders to accompany their requests.

E4.2.1.3. Issued based on a completed favorable ENTNAC, NAC, NACI, BI, FBI, SSBI or SAC. (INS and OPM investigations may be accepted as appropriate).

E4.2.1.4. Stamped "NCR," in place of an individual building code, when access is required after duty hours for more than one building, 24 hours a day. Written justification is required for "NCR" designation.

E4.2.1.5. May be authorized to escort no more than ten (10) personnel during normal THREATCON levels upon request. During increased THREATCON levels the number will be reduced accordingly.

E4.2.2. DD Form 1466. "DoD Building Pass" (Pink Background). It shall be, as follows:

E4.2.2.1. Issued to personnel under contract to, or assisting, the Department of Defense (contractor, concessionaire, instructor, and maintenance) and who are U.S. citizens, U.S. nationals, naturalized citizens, or immigrant aliens.

E4.2.2.2. Issued minimally for 1 month and maximally for 3 years based on length of the contract.

E4.2.2.3. Issued based on a completed favorable NAC, NACI, BI, FBI, SBI, SSBI or SAC. (INS and OPM investigations may be accepted as appropriate.)

E4.2.2.4. Stamped "NCR," in place of an individual building code, when access is required after duty hours for more than one building, 24 hours a day. Written justification is required for "NCR" designation.

E4.2.2.5. May be authorized to escort no more than ten (10) personnel during normal THREATCON levels upon request. During increased threatcon levels the number will be addressed accordingly.

E4.3. MEDIA CORRESPONDENTS AND/OR REPRESENTATIVES

E4.3.1. DD Form 1466, "DOD Building Pass" (Blue Background). It shall be, as follows:

E4.3.1.1. Issued to personnel providing a service to the Department of Defense (news correspondent, and representative personnel) and who are U.S. citizens, U.S. nationals, naturalized citizens, or immigrant aliens.

E4.3.1.2. Issued minimally for 1 month and maximally for 1 year.

E4.3.1.3. Issued based on a completed favorable NAC, BI,SSBI, SAC, INS or OPM Check.

E4.3.1.4. Stamped "PRESS."

E4.3.1.5. Allowed to escort other media personnel only. Other media personnel being escorted must possess and display official media credentials.

E4.3.1.6. American Media Organizations. To obtain a DoD building pass (PRESS), news correspondents employed by American media organizations shall:

E4.3.1.6.1. Present to the Office of the Assistant Secretary of Defense (Public Affairs) (OASD(PA)), a letter from his or her organization stating the following:

E4.3.1.6.1.1. Evidence that the applicant is a bona fide and full-time correspondent employed by the organization and based permanently in Washington, DC.

E4.3.1.6.1.2. The organization gives the applicant substantial assignments for the Department of Defense.

E4.3.1.6.2. Complete and submit signed copies of "Authorization for Release of Information" (pg. 8 of SF 85P, "Questionnaire for Public Trust Positions) and FD Form 258, "Applicant Fingerprint Card," to the OASD (PA).

E4.3.1.6.3. Coordinate with the OASD (PA) to complete DD Form 2249, to accompany the Release Form and FD Form 258, which shall be hand-carried by the applicant to the Pentagon, OASD (PA), for processing.

E4.3.1.6.4. Be fingerprinted and issued a temporary building pass pending completion of a SAC.

E4.3.1.6.5. Be issued a permanent building pass (stamped "PRESS") when the Chief, DPS, or designee, has informed the OASD (PA) that a SAC has been completed with favorable results. The OASD (PA) shall complete a DD Form 2249 for the applicant.

E4.3.1.6.6. Technical Personnel. The OASD (PA) may issue a limited number of DoD building passes to members of television and radio technical crews, photographers, and other representative personnel that provide technical support on a daily basis to correspondents accredited to the Department of Defense. Those personnel must follow the same procedures as news correspondents to obtain a DoD building pass.

E4.4. FOREIGN PASSES

E4.4.1. DD Form 1466. "DoD Building Pass" (Tan Background) It shall be, issued in compliance with one or more of the following:

E4.4.1.1. All foreign nationals who are authorized unescorted access to DoD facilities shall be issued passes or passes that clearly identify them as foreign nationals.

E4.4.1.2. Decisions on the issuance of passes and passes shall be made in accordance with DoD Directive 5230.20 (reference (m)).

E4.4.1.3. Issued minimally for 1 month and maximally for 2 years and requires:.

E4.4.1.3.1. Certification from the foreign liaison officer of the Military Department or DIA.

E4.4.1.3.2. Immigration and Naturalization Check

E4.4.1.3.3. CI Check with favorable results

E4.4.1.3.4. National Crime Information Center Check (NCIC)

E4.4.1.3.5. OPM Check

E4.4.1.3.6. Local Agency Check

E4.4.1.3.7. Reciprocal Agreements with other Counties

E4.4.2. Foreign Media Organizations. The Office of the Under Secretary of Defense for Policy, shall issue to the OASD (PA) a memorandum stating which foreign personnel are authorized to apply for a DoD building pass. To obtain a DoD building pass, correspondents employed by foreign media organizations shall:

E4.4.2.1. Present to the OASD (PA), a letter from his or her organization stating the following:

E4.4.2.1.1. The applicant is a bona fide and full-time correspondent employed by the certifying organization and based permanently in Washington, DC.

E4.4.2.1.2 The organization gives the applicant substantial assignments for the Department of Defense.

E4.4.2.2 Obtain a letter from the Washington, DC, embassy of the nation where the organization is headquartered, or from the U.S. Embassy in the nation where

the organization is headquartered, attesting to the existence of the news organization and the applicant's employment by that organization. The OASD (PA) may accept a letter from another source attesting to the existence of such news organizations and the applicant's employment, if a substitute letter is required.

E4.4.2.3. Complete and submit a signed copy of "Authorization For Release of Information, (send page 8 only of SF 85P, "Questionnaire for Public Trust Positions) and FD Form 258, "Applicant Fingerprint Card," to the OASD (PA).

E4.4.2.4. Coordinate with the OASD (PA) to complete a DD Form 2249, to accompany the release form and FD Form 258, which shall be hand-carried by the applicant to the OASD (PA) for processing.

E4.4.2.5. Be fingerprinted and issued a temporary tan background building pass (PRESS) when the Chief, DPS, or designee, has informed the OASD (PA) that a SAC has been completed with favorable results. The OASD (PA) shall complete a DD Form 2249 for the applicant.

E4.5. RENOVATION CONSTRUCTION

E4.5.1. DD Form 1466. "DoD Building Pass" (Red Background) It shall be, as follows:

E4.5.1.1. Issued to contractor employees working in Pentagon renovation construction sites who are U.S. citizens, U.S. nationals, naturalized citizens, or immigrant aliens.

E4.5.1.2. Issued minimally for 1 month and maximally for 6 months.

E4.5.1.3. Issued based on an initiated or favorably closed NAC, NACI, BI, SSBI, SAC or NCIC check.

E4.5.1.4. Stamped with "RNV-CNST". Personnel bearing this pass are not allowed access to the controlled areas of the Pentagon, but are restricted to the renovation sites. Personnel bearing this pass are not authorized escort privileges.

E4.6 VISITOR DOD BUILDING PASS

All visitors to the buildings on the Pentagon Reservation shall wear a visitor pass that is prominently displayed on the outer clothing above the waist at all times. Two types of visitor passes shall be used as follows:

E4.6.1. Visitor, "Escort Required" (Red Lettering, White Background), issued to non U.S. Citizens and all visitors without a favorable background investigation and visit

certification letter on file in the building pass office. Bearers of this pass shall be escorted at all times.

E4.6.2. Visitor, “No Escort Required” (Blue Lettering, White Background), issued to individuals identified in E5.2.1. requiring infrequent access and who have a visitor certification on file in the building pass office and completed favorable background investigation. Bearers of this pass are exempt from being escorted.

E4.6.3. Visitor Access Control Program. Those visitors requiring infrequent access to the Pentagon, but not qualify for issuance of a permanent building pass may gain access through the Pentagon Visitor Access Control Program. Under this program, visitors may be granted access per day or up to one year. DoD, Federal employees and contract civilians conducting official business in the interests of the Federal Government may obtain access to the Pentagon by submitting a “Visitor Request” to the Building Pass Office (Fax (703) 697-9085) at least three business days prior to their visit. This request may be in the form of a letter on agency letterhead or agency generated visit request forms. Request shall include:

E4.6.3.1. Visitor’s full name

E4.6.3.2. Social Security Number

E4.6.3.3. Date and Place of birth

E4.6.3.4. Dates of requested visits

E4.6.3.5. Point of contact within the Pentagon and phone number

E4.6.3.6. Point of Contact from departing agency and phone number

E4.6.3.7. Background Investigation date

E4.6.4. Failure to provide all pertinent information will result in visitor’s access being denied. Upon arriving at the Pentagon, visitors participating in this program will proceed through the x-ray/metal detector equipment and present two valid forms of identification to the DPS Police Officers. After validation of identification, the visitor will be issued a Visitor “No Escort Required” (Blue Lettering, White Background) pass. The visitor will be required to wear the pass prominently displayed on the outer clothing above the waist at all times while inside the building. Visitors are not authorized to escort other visitors. Upon exiting the Pentagon, visitors will be required to surrender the visitor pass to the DPS Police Officers. If reentry is required, the above procedure will be repeated.

E4.7. ESCORT PRIVILEGES

No automatic authority to escort is implied or should be associated with the issuance of a DoD building pass. Personnel with the white or pink, background DoD pass may escort visitors. Blue pass holders see Media/Correspondent section for limited escort privileges criteria (E4.3). Escort Officials must remember that it is their sole responsibility to maintain accountability of their visitors at all times while in the building.

Escort Officials may relinquish their responsibility by returning the visitor to an exit and returning the “red visitor pass” to the DPS Police Officer, or have another escort official accept responsibility. In the event the responsibility is passed on to another escort official, assure that the new escort is fully aware of the requirement to maintain constant contact with the visitor until departure from the building. Those individuals found to violate escort privileges will lose their escort privileges.

E4.8. RELIGIOUS HEADGEAR

Personnel will be allowed to wear appropriate religious headgear when being photographed for building passes.

E4.9. ISSUANCE AND ACCOUNTABILITY PROCEDURES

E4.9.1. Authorizing Officials. Each DoD Component shall appoint an Authorizing Official, who is assigned office space in buildings on the Pentagon Reservation, who shall be responsible for sponsoring an applicant for a building pass to the buildings on the Pentagon Reservation. The Authorizing Official must be a United States citizen, and DoD Government employee. Authorizing Officials will not be appointed based on grade or position. Components will appoint those personnel whose duties coincide with the ability to be readily accessible to phone queries from the Building Pass Office officials to respond to errors made on DD 2249s submitted for a building pass. The Building Pass office will, upon encountering problems on DD 2249s, make every effort to contact the responsible Authorizing Official thereby providing optimum customer service to the applicant. The number of Authorizing Officials shall be determined by Chief, DPS. Each DoD Component shall submit a letter of appointment to the Chief, DPS, or designee, which shall state the new officials and/or terminated officials, the organization or office symbol, room number, and telephone number.

E4.9.1.1. Authorizing Official’s Responsibilities. Each Authorizing Official shall:

E4.9.1.1.1. Confirm applicant’s identity. (Visually inspecting applicant’s credentials)

E4.9.1.1.2. Verify employee status through personnel office, when applicable.

E4.9.1.1.3. Verify contractor obligation to sponsor's organization, when applicable.

E4.9.1.1.4. Ensure expiration dates coincide with contract length or assignment not to exceed three years.

E4.9.1.1.5. Verify applicant has a favorable background investigation.

E4.9.1.1.6. When no BI exists for an applicant, initiate an NCIC.

E4.9.1.1.7. Complete DD Form 2249 Building Application Form for applicant.

E4.9.1.1.8. Ensure applicant obtains a security awareness briefing prior to pass issue and annotate DD Form 2249 accordingly.

E4.9.1.1.9. Ensure pass is retrieved from applicant prior to his/her departure.

E4.9.2. Specified Authorizing Officials. Only those "specifically designated" Authorizing Officials may request the following building passes for the following passes: Press Pass, Foreign Pass and Renovation-Construction Pass.

E4.9.3. DD Form 577, "Signature Card." A signature card shall be submitted with the letter of appointment for each Authorizing Official. The signature on the DD Form 577 shall be used to verify those signatures on pass applications. DD Form 577 shall expire 3 years from date of issue or termination of employment whichever occurs first.

E4.9.4. DD Form 2249, "Pass Request". The application for a pass shall be properly completed and all information validated by the Authorizing Official. Applications with stamped signatures or "signed for" shall NOT BE PROCESSED for a building pass. Any application not properly completed shall be returned without action. Requests for "NCR" designated passes shall be fully justified in writing. NCR passes shall not be issued without proper documentation.

E4.9.4.1. Each DoD Component/Authorizing Official shall establish procedures to ensure collection of all DOD building passes on expiration or termination of employment. Prior to issuing applicants a DoD Building Pass Request Form (DD Form 2249), Authorizing Officials shall provide the applicant a new employee security awareness briefing to include as a minimum those items covered in Enclosure 17. Indication of a security briefing shall be annotated on the building pass request. Failure to indicate confirmation of briefing will result in the pass not being issued. All terminated or expired passes shall be forwarded to the building pass office for cancellation on a weekly basis. A DoD employee, transferring from one DoD activity to another, may obtain approval to retain his or her pass with the concurrence of the

authorized official who requested the pass. Accountability shall be assumed by the gaining DoD Component by notifying the building pass office, in writing, of the new Authorizing Official. A DoD building pass may be withdrawn at any time by the pass office or Authorizing Official. Any person possessing more than one DoD building pass shall have all passes withdrawn and may not be eligible to receive a pass in the future.

E4.10. CREDENTIALS ACCEPTED FOR IDENTIFICATION FOR ISSUANCE

The only accepted forms of identification for issuance of a DoD building pass are as follows:

- E4.10.1. Valid State Driver's License
- E4.10.2. Birth Certificate (certified copy)
- E4.10.3. Social Security Card (original)
- E4.10.4. Voter's Registration Card
- E4.10.5. Passport
- E4.10.6. Visa
- E4.10.7. Alien Registration Card (Required when appropriate)
- E4.10.8. Green Card/Work permit (Required when appropriate)
- E4.10.9. Certified Court Documents
- E4.10.10. Military Identification Card (Active, Reserve, National Guard)
- E4.10.11. School ID card with a photograph (when appropriate for summer hires)

E4.11. DENIAL, REVOCATION OR NON-RENEWAL

E4.11.1 Reason for Denial, Revocation, or Non-renewal. The Chief, DPS, or designee, in consultation with the WHS Office of General Counsel (GC, WHS) may deny, revoke, or refuse to renew the DoD building pass of any person identified below:

E4.11.1.1. Any person who the Chief, DPS, reasonably determines to pose a security or safety risk to DoD personnel or property.

E4.11.1.2. Any person who has been convicted of a felony (or a crime in a foreign country that would be considered a felony, if it were committed in the United States).

E4.11.2. Procedures for Denial, Revocation, or Non-renewal. If the Chief, DPS, or designee, anticipates that a DoD building pass might be denied, revoked, or not renewed, the applicant and/or his or her representative shall be notified in writing by the Chief, DPS, or designee, of the basis for the proposed denial, in as much detail as security considerations permit.

E4.11.2.1. The notification of the proposed denial, revocation, or non-renewal shall advise the applicant of the right to respond to the denial and to rebut any factual basis supporting the proposed denial.

E4.11.2.2. The applicant shall be allowed 30 days from the mailing date of the proposed denial, revocation, or non-renewal notification to respond in writing. The response shall consist of any explanation or rebuttal considered appropriate by the applicant and shall be signed by the applicant and/or representative under oath or affirmation.

E4.11.2.3. If the applicant or representative is unable to prepare a response within 30 days, an extension for one additional 30-day period shall be granted on receipt of a written request for such an extension.

E4.11.2.4. At the time of the filing of the written response to the notification of the proposed denial, revocation, or non-renewal, the applicant and/or representative may request, and shall normally be granted, the opportunity to make a personal appearance before the Chief, DPS, or designee, to personally support his or her eligibility for a pass and to rebut or explain the factual basis for the proposed denial. The Chief, DPS, or designee, shall exercise, in consultation with the GC, WHS, final review authority in the matter.

E4.11.2.5. On the basis of the written and/or oral response to the proposed denial, revocation, or non-renewal, the Chief, DPS, or designee, in consultation with the GC, WHS, shall determine whether further inquiry or investigation on the issues raised is necessary.

E4.11.2.5.1. If a decision is made that no such inquiry is necessary, a final decision shall be issued.

E4.11.2.5.2. If a decision is made that further inquiry is necessary, the Chief, DPS, or designee, shall conduct such inquiry as the Chief, DPS, or designee, deems appropriate. At the discretion of the Chief, DPS, or designee, the inquiry may consist of the following:

E4.11.2.5.2.1. Obtaining/reviewing additional documentary evidence.

E4.11.2.5.2.2. Conducting additional personal interviews.

E4.11.2.5.2.3. Conducting an informal hearing.

E4.11.2.5.2.4. Any combination thereof.

E4.11.2.6. Upon receipt of the applicant's written and/or oral response explaining or rebutting the factual basis for the proposed denial, and upon completion of any additional inquiry, a final decision shall be expeditiously made by the Chief, DPS, or designee, in consultation with the GC, WHS, and in accordance with the standards in

subsection 4.a. and b., above. If a final adverse decision is reached, the applicant shall be notified of the final decision in writing. The notification shall state, as precisely as security considerations permit, the factual basis for the denial. The notification shall be signed by the Chief DPS, or designee.

E5. ENCLOSURE 5

ADMITTANCE PROCEDURES

E5.1. POLICY

The Pentagon is considered a Command Center and strict adherence to admittance procedures is required. All personnel shall display their DoD building pass, at all times while in the Pentagon.

E5.2. PERSONNEL ACCESS

Access through building pedestrian entrances shall be restricted for official use. All persons are subject to search and may be required to pass through the metal detector and have hand-carried items x-rayed. All personnel shall possess one of the following valid building passes during the specified hours:

<u>Pass Designation</u>	<u>Access</u>
PNT	Pentagon/24 hours a day
NCR	Pentagon and Specified buildings/24 hours a day
Specified DoD Building	Access to PNT 0600-2000 hours Monday - Friday

E5.2.1. Reciprocal Access Credentials.

Those personnel who do not possess a DD Form 1466 will be required to produce an additional form of identification, preferably a valid state driver's license, with one of the passes or identification cards listed below:

E5.2.1.1. DD Form 2 (Active, Reserve or Guard), "Armed Forces Identification Card" (green); and DD Form 2 (Retired), "United States Uniformed Services Identification Card" (blue).

E5.2.1.2. DD Form 1173, "Uniformed Services Identification and Privilege Card" (Orange). Holders of cards marked "FM" in block 11 (lower left side), and stamped "VALID OVERSEAS ONLY" shall be granted entry.

E5.2.1.3. Identification cards issued to members of Congress or staff employees.

E5.2.1.4. "Blue" White House passes marked WHS, MIL or USSS.

E5.2.1.5. DoD civilian identification cards must meet the following criteria before being accepted for entrance:

E5.2.1.5.1. Must have photograph of bearer.

E5.2.1.5.2. Must have signature of bearer.

E5.2.1.5.3. Must be a DD Form or USN Form, with a DoD Component return address or DA Form 1602, AF Form 354.

E5.2.2. Acceptance Hours.

E5.2.2.1. 0600 to 2000 Hours. (6 a.m. to 8 p.m.) Monday through Friday, excluding holidays.

E5.2.2.1.1. DD Form 1466 (white border).

E5.2.2.1.2. DD Form 1466 (pink border).

E5.2.2.1.3. DD Form 1466 (blue border).

E5.2.2.1.4. Civilian ID cards identified in E5.2.1.5.

E5.2.2.2. 2000 to 0600 Hours. (8 p.m. to 6 a.m.) Monday through Friday and 0001 to 2400 Hours. (12 a.m. to 12 p.m.) Saturday, Sunday, and holidays.

E5.2.2.2.1. DD Form 1466 (white border) stamped "PNT," "FOB2," or "NCR."

E5.2.2.2.2. DD Form 1466 (pink border) stamped "PNT," "FOB2," or "NCR."

E5.2.2.2.3. DD Form 1466 (blue border).

E5.2.2.3. Additional restrictions may be enacted during advanced THREATCON levels.

E5.3. VISITORS

E5.3.1. Access. All visitors to the Pentagon will wear one of two visitor passes available for issuance. (See E4.6.) Visitors shall be allowed access, only, if they are on official government business or visiting a building occupant who has escort privileges and who is authorized to accept visitors. All visitors shall be the responsibility of the DoD Component requesting admittance.

E5.3.1.1. Official visitors under the guidance of OSD, JCS, and Service protocol offices shall be permitted to enter and leave the building without signing the visitor register, however they will be issued and wear a "visitor" pass when outside protocol

waiting areas or visitor's office.

E5.3.1.2. All visitors shall pass through the metal detector and place all containers (briefcase, packages, purses) in the x-ray machines.

E5.3.2. Escort. Only persons with specified permanent DoD building passes are authorized to escort persons in the buildings on the Pentagon Reservation. A pass holder can escort no more than 10 persons at one time during THREATCON Normal. During advanced THREATCONS the number that can be escorted will be reduced accordingly. Personnel performing an escorting function must remain with their visitors at all times while they are in the building, and ensure they are escorted out of the building at the conclusion of the visit. Only personnel with a DD Form 1466 (white border), or DD Form 1466 (pink border), shall be allowed to escort 10 people, or less. During security hours all visitors shall sign SD Form 490, "Defense Protective Service Visitor Register," on entry and exit. If a person leaves by another exit, he or she shall complete the visitor register at the point-of-exit.

E5.3.3. Groups. Groups of visitors larger than 10 persons shall be allowed access from 0600 to 2000 hours, Monday through Friday, excluding holidays. The Head of the DoD Component shall submit an official written request through the DoD Component security manager to the Chief, DPS, or designee, at least 24 hours before the event. All requests shall include a register of the visitors, specify a single point-of-entry, the location of the function, and the name(s) and telephone number(s) of escort personnel. The DPS visitor register is not applicable during those hours.

E5.3.4. Pentagon Protocol Doors. Visitors meeting the Secretary of Defense, the Deputy Secretary of Defense, the Chairman of the Joint Chiefs of Staff, the Secretaries of the Military Departments, the Chief of Staff of the U.S. Army (CSA), the Chief of Staff of the U.S. Air Force (CSAF), the Chief of Naval Operations (CNO) and the Commandant of the Marine Corps that require entry through the Pentagon protocol doors at the River and Mall entrances, shall be coordinated with the Chief, DPS. The respective protocol office shall inform the Chief, DPS, or designee, in writing, through the DoD Component Security Office. Telephonic notification is authorized in the case of short notice visits.

E.5.4. PENTAGON PUBLIC TOURS

E.5.4.1. Procedures. All public tours which are conducted in the corridors and rings of the Pentagon shall be conducted by the OASD (PA) personnel between 0900 to 1500 hours, Monday through Friday, excluding holidays. Registration for each tour is required and may be done in person or by written request. Each person over 16 years of age shall present some form of picture identification. Prior to the start of the tour, the tour guide shall present a security briefing and perform a head count. At the conclusion of the tour, that guide shall perform a head count to ensure accountability. The security briefing should include: 1) photographic equipment is welcomed, however, the use of video equipment and photographs of office interiors and outer office placards

is prohibited; 2) the group must stay together; and 3) visitors must store hand carried items such as suitcases, back packs, shopping bags, etc. in storage areas of the tour office, these items will not be carried while on the tour. If any of the procedures are violated, the tour guide shall detain the person and report the incident to the DPS Communications Center at 697-1001.

E.5.4.2. Public Tours. All persons touring the Pentagon shall wear the "Pentagon Tour, Escort Required" pass (red letters with yellow background), prominently displayed on the outer clothing and above the waist at all times.

E.5.4.2.1 Regular Tours. An adult must accompany children under the age of 16. Tour group sizes should not exceed 30 persons. Two tour guide officials shall accompany all group tours consisting of 10 or more walk in visitors (off the street).

E.5.4.2.2. VIP Tours. Tours for flag rank officers and their equivalents may enter at the Mall or River entrances, based on prior arrangements with the Tour Office.

E.5.4.3. Tour Routes. Tour routes must be pre-approved by the Chief, Defense Protective Service. Tours will be suspended upon request by the DPS during increased THREATCON levels or other building emergencies.

E5.5. ROOF

E5.5.1. Access. Each DoD Component requesting access to the roof, shall submit a list of names of authorized persons requiring access and the DoD building pass number to the Chief, DPS, or designee. That list shall be renewed on a yearly basis. Only personnel, who possess a DoD building pass and are performing security checks or maintenance on the roof or its appurtenances, shall be authorized access to the roof. These personnel may escort personnel who do not possess a DoD building pass.

E5.5.2. Antennas. DoD Components desiring to install and operate antennas on the roof will obtain written permission from the Building Manager. The Building Manager will obtain the concurrence of the Chief, DPS or designee before approval is granted to install an antenna. If an antenna is used for transmission of information, the DoD Component shall certify it shall not interfere with existing antennas and, if found to cause interference, shall immediately discontinue its use until repaired or changed.

E5.6. HELIPORT. Access to the Heliport area is restricted to those personnel assigned duties in that area or those entering or exiting an aircraft. Only government owned vehicles are authorized to be in the area and they must park in designated parking positions.

E6. ENCLOSURE 6

VEHICLE ACCESS TO SECURED AREAS OF PENTAGON RESERVATION

E6.1 The A (Corridor) and E (Corridor) Drive (AE DRIVE))

Vehicles entering the interior roads of the Pentagon, beyond a DPS checkpoint, shall display an "AE" Parking Permit. Those vehicles that do not possess an "AE" Parking Permit must first process through the Remote Delivery Facility. Only vehicles used to load or unload bulky supplies or equipment for making emergency repairs or installation of equipment, to handle volume mail, to transport prisoners under guard, or for handicapped persons shall enter the AE Drive. For obtaining permits for the AE Drive, refer to AI No. 88 (reference (f)). The types of permits and admittance procedures are, as follows:

E6.1.1. AE Drive Parking Permit. The DoD Component Parking Control Office (PCO) shall certify that the applicant has a DoD building pass and a valid need for vehicle access. The DoD Component PCO shall submit the request to the Parking Management Office (PMO). The driver and riders shall display a valid DoD building pass on entry to the AE drive. Parking shall be in unreserved spaces.

E6.1.2. Computer Clearance System. All other vehicles requiring access will be processed through the DPS officers at the Remote Delivery Facility (RDF). The DPS officers will then review the computer clearance posting.

E6.1.3. One-time Request. A DoD representative through the DPS officers at the RDF shall coordinate clearance request for admittance on a one-time basis.

E6.1.4. Requirements. The driver shall follow the following conditions:

E6.1.4.1. The vehicle and all occupants shall be subject to inspection by the DPS.

E6.1.4.2. Bulky material rather than the classification of the material shall be the criterion for entrance.

E6.1.4.3. All parking or driving shall be in accordance with posted signs. Violators shall be subject to violation notice and/or towing.

E6.1.4.4. Pick-up and drop-off of passengers, except handicapped, is prohibited.

E6.2. LOADING DOCKS

Those personnel needing access to the loading docks must first contact the Pentagon Dock Master. The Dock Master will inform them of the proper procedures for access to the docks. Access to the loading docks will only be granted after processing through the RDF.

E6.3. VEHICLE ACCESS CONTROL POINTS

Vehicles shall be authorized access through the DPS control gates using one of the following methods:

E6.3.1. Access Card and Parking Permit. The Agency Parking Representative (APR) shall obtain the access card and permits, as described in AI No. 88 (reference (f)).

E6.3.2. Official Business (OB) Pass. (River and Mall areas only) An OB pass can be obtained by written request to the PMO. Full justification is required before approval. The Official Business Pass is for access only (e.g., pick-up and drop off) and is not an authorization to park.

E6.3.3. Telephone Clearance. Telephone clearance maybe obtained by contacting the APR. The APR is responsible for providing the PMO with the following information:

E6.3.3.1. Privately-Owned Vehicle (POV)

E6.3.3.1.1. Make

E6.3.3.1.2. Model

E6.3.3.1.3. Tag Number

E6.3.3.1.4. State of Registration

E6.3.3.1.5. Date and time of arrival.

E6.3.3.2. U.S. Government Vehicle

E6.3.3.2.1. Name of visitor(s) (individual may be requested to display photographic identification before vehicle admittance).

E6.3.3.2.2. Date and time of arrival.

E6.3.3. Authorized Taxi List

E6.3.3.1. Only those drivers, who have applied for and received an authorized

taxi access permit from the PMO, may enter beyond a DPS control access point.

E6.3.3.2. Vehicle operators shall be required to display photographic identification before the vehicle may be admitted.

E6.3.4. Diplomatic Visitors Vehicles for all official diplomatic visitors to the Office of the Secretary of Defense, the Office of the Deputy Secretary of Defense; the Chairman of the Joint Chiefs of Staff, and the Director of the DIA shall be cleared for access to the River or Mall Entrance through the DIA foreign liaison, telephone number (703) 695-6669. Diplomatic visitors to the Army, telephone number (703) 697-2552, the Air Force, telephone number (703) 697-2865, or the Navy, (703) 695-5333, shall coordinate access through the respective Military Service foreign liaison office. Parking at the River Entrance or the Mall Entrance by diplomatic visitors is strictly prohibited. Diplomatic vehicle parking is provided in the Boundary Channel parking lot.

E6.3.5. Bus Clearances

E6.3.5.1. Buses shall normally not be permitted access to the River or the Mall Terraces. Special requests for bus access to the River and Mall must be submitted to the Chief, DPS or designee. The written request shall contain the following:

E6.3.5.1.1. Tag numbers and State of registration.

E6.3.5.1.2. Bus drivers first and last names.

E6.3.5.1.3. Date and time of arrival.

E6.3.5.1.4. Reason for the visit.

E.6.4. THE FB2 VEHICLE ACCESS

E6.4.1. Perimeter Gates. Vehicles entering the FB2 compound, shall display either a FB2 Compound Parking Permit, or a FB2 Access Pass, or shall be listed in the vehicle clearance system. The FB2 pass is valid for 1 year. U.S. Government or commercial transportation vehicles shall not enter that compound to pick up or discharge passengers. See AI No. 88 (reference (f)) for parking permit procedures.

E6.4.2. Procedures The types of FB2 permits and admittance procedures are, as follows:

E6.4.2.1. The FB2-Compound Parking Permit The DoD Component PCO shall certify that the applicant has a DoD building pass and a valid need for vehicle access. The DoD Component PCO shall submit the request to the PMO. The driver and the riders shall display a valid DoD building pass on entry to the FB2 Compound.

Parking shall be in designated spaces. The PMO must certify car pool applicants that meet the requirement and have a valid DoD building pass or photographic identification.

E6.4.2.2. The FB2 Access Pass The FB2 Access Pass shall be issued only to the U.S. Government vehicles requiring access at least three times a week. The APR shall submit a letter of justification to the PMO. The driver and the helper shall display a valid DoD building pass.

E6.4.2.3. Vehicle Clearance System. Vehicles, requiring access more than once a week, shall be listed in the clearance system. The APR shall complete DD Form 2583 with a brief justification statement on the reverse side. The form shall be submitted to the Chief, DPS, or designee. The driver's name must be posted in the vehicle clearance system. Those personnel shall display a valid permanent DoD building pass or photographic driver's license. Personnel controlling access shall check the photograph and name on the driver's license against the name in the clearance system and record vehicle tag number, driver and helper names, and building pass or drivers license number.

E6.4.2.4. One-time Request. The APR shall clear a vehicle through the PMO for one occurrence. Only the driver and the helper listed in the request are authorized access and shall display a valid permanent DoD building pass or a valid photographic driver's license. The police officer shall check the photograph against the individual and the name on the driver's license against the name on the access request. The police officer shall record the vehicle tag number, driver and helper names, and building pass or drivers license number.

E7. ENCLOSURE 7

CONDUCT ON THE PENTAGON RESERVATION

E7.1. SUMMARY

The enactment of Section 2674 of 10 U.S.C. (reference (i)), authorized the Secretary of Defense to prescribe such rules and regulations as the Secretary of Defense considers appropriate to ensure the safe, efficient, and secure operation of the Pentagon Reservation, including rules and regulations necessary to govern the operations and parking of motor vehicles on the Pentagon reservation. These Rules are codified as 32 CFR 234 (reference (b)). A DPS police officer, as defined in this Administrative Instruction, appointed by the Secretary of Defense, in accordance with Section 2674 of 10 U.S.C. to perform law enforcement and security functions for property occupied by, or under the jurisdiction, custody and control of the Department of Defense in the National Capital Region shall have the same powers of sheriffs and constables to enforce the laws rules or regulations enacted for the protection of the persons and property.

E7.2. APPLICABILITY

E7.2.1. The provisions of 32 CFR 234 (reference (b)) apply to all areas in the Pentagon Reservation and to all persons entering or on the site. They supplement those penal provisions of Title 18, United States Code relating to crimes and criminal procedures and those provisions of state law which are federal criminal offenses by virtue of the Assimilative Crimes Act, 18 USC Section 13 (reference (k)).

E7.3. BUILDING RULES AND REGULATIONS

E7.3.1. 32 CFR 234 (reference (b)) is conspicuously posted throughout, and at all entrances to, buildings and grounds of the Pentagon Reservation.

E7.4. PERMIT PROCEDURES

E7.4.1. Any person or organization desiring to conduct activities on the Pentagon Reservation shall file an application for a permit with the DoD building manager. Such application shall be made on a form provided by the Department of Defense and shall be submitted in a manner specified by the Department of Defense. Violations of the conditions of a permit issued in accordance with this procedure may result in the revocation of the permit and loss of access to the Pentagon Reservation.

E8. ENCLOSURE 8

EMERGENCY PROCEDURES

E8.1. DUTY TO REPORT.

Occupants of facilities on the Pentagon Reservation shall promptly report all crimes and suspicious circumstances occurring on the Pentagon Reservation to the Defense Protective Service, Communications Center 697-5555 (TDD 693-7008). The DPS Communications Center will dispatch a police officer to the scene of the offense/incident to conduct an investigation. Components may acquire telephone labels with the DPS emergency numbers by contacting the Communications Center supervisor on 697-1001.

E8.2. FIRE, SMOKE

Any person, who observes fire or smoke, should activate the nearest fire alarm box. If the person smells smoke, he or she shall notify the DPS Communications Center and provide the room number or location of the possible fire.

E8.3. MEDICAL EMERGENCIES

Occupants requiring emergency medical services should notify the DPS Communications Center. The DPS will contact the Tri-Services Clinic during normal duty hours and the Arlington County Emergency Medical Services after hours.

E8.4. SUSPICIOUS PERSONS AND /OR PACKAGES

Any person discovering a suspicious package or observing a suspicious person shall immediately notify DPS. DPS will dispatch officers and K-9 (bomb dogs) to the scene and request the Explosive Ordinance Disposal (EOD) support if appropriate.

E8.5. NUISANCE CALLS, PERSONS OR LETTERS

Unsolicited contacts may be in person, in writing or by telephone. Information may be received about individuals or organizations that may pose a threat to the safety and security of government officials. Prompt notifications should be given to the DPS of all threats. Contacts that do not contain a direct threat to do harm but indicate an intent to embarrass or harass should not be ignored. Those also should be reported to DPS. Chronic letter writers and multiple telephone calls from an individual generally create more of a nuisance than a threat. However, each occurrence should be monitored closely to determine any attitude change in individuals.

E8.6. BOMB THREATS

Any person receiving a bomb threat should attempt to record the following and immediately telephone the DPS, Communications Center.

- E8.6.1. Exact words of caller.
- E8.6.2. Time the device is to explode.
- E8.6.3. Location of the device.
- E8.6.4. Time and date of call.
- E8.6.5. Name of Caller.
- E8.6.7. Sex of caller.
- E8.6.8. Accent or dialects.
- E8.6.9. Age (i.e., young or old)
- E8.6.10. Any background noises heard over the telephone.

E8.7. HOSTAGE OR TERRORIST INCIDENT

Occupants observing acts or suspicious behavior related to a hostage or terrorist incident shall immediately contact the DPS Communications Center.

E8.8. HAZARDOUS MATERIAL LEAK

Any suspected hazardous material leak shall be reported immediately to the DPS. DPS will contact the Building Manager and request the support of the Arlington County Fire Department HAZMAT Team.

E8.9. EVACUATION PROCEDURES

E8.9.1. Pentagon components should ensure their offices and personnel are aware of and in compliance with the "Pentagon Evacuation Guide".

E8.9.2. Evacuation Authorization only the following officials are authorized to order evacuation:

- E8.9.2.1. The Director, Washington Headquarters Services

E8.9.2.2. The Chief, DPS.

E8.9.2.3. The senior Arlington County Fire Department official in charge.

E8.9.2.4. DPS police officers may order the evacuation in an area surrounding an immediate threat (bomb, fire, suspicious package).

E8.9.3. Notification. Building occupants, in the affected area, shall be notified through an alarm system, public address announcement, or by DPS police officers.

E8.9.4. Exit and Entry. The occupants of a sector in which a fire alarm is sounded shall evacuate immediately through the nearest stairway identified with a lighted "exit" sign. Evacuation shall generally be local. In certain types such as chemical or biological threat, occupants should listen to public address announcements or directions of a DPS police officer. In these instances, occupants may be directed to relocate to another area of the building.

E8.9.5. Continuity of Operations. DoD Components heads will provide the Chief, DPS with a list of areas that are exempt from evacuation of military members. The decision to not evacuate military personnel from a potentially hazardous situation is a military decision that must be made based on the current military operation situation. When a decision is made by a competent authority (O6 or higher), all emergency agencies will abide by the decision.

E8.10. THREATCON

E8.10.1. The threat conditions (THREATCONS) described in DoD Directive 0-2000.12, DoD Antiterrorism/Force Protection Program, (reference (n)) outlines the progressive level of a terrorist threat to facilities and personnel on the Pentagon Reservation. The THREATCON levels are as follows:

E8.10.1.1. THREATCON NORMAL exists when a general threat of possible terrorist activity exists, but warrants only a routine security posture.

E8.10.1.2. THREATCON ALPHA applies when there is a general threat of possible terrorist activity against personnel and facilities, the nature and extent of which are unpredictable and circumstances do not justify full implementation of THREATCON BRAVO measures.

E8.10.1.3. THREATCON BRAVO applies when an increased and more predictable threat of terrorist activity exists.

E8.10.1.4. THREATCON CHARLIE applies when an incident occurs or intelligence is received indicating that some form of terrorist action against personnel and facilities is imminent.

E8.10.1.5. THREATCON DELTA applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is likely.

E8.10.2. The Chief, DPS shall declare a change in the THREATCON level with the concurrence of the Director, Washington Headquarters Services.

E8.10.3. The DPS shall disseminate the THREATCON levels and measures to the security offices of the DoD components housed on the Pentagon Reservation on a monthly basis or upon a change to the THREATCON level. Components shall inform their employees of the current THREATCON level. Components shall also develop and implement measures within their controlled areas.

E8.10.4. The DPS shall develop and implement specific measures to enhance security during advanced THREATCON levels for the Pentagon.

E8.10.5. The DPS shall post signs in the building entrances to notify employees of the current THREATCON level.

E8.10.6. The DPS shall coordinate any change in THREATCON level with the Military District of Washington, Naval District of Washington and Air Force District of Washington.

E9. ENCLOSURE 9

CONTRACT PERSONNEL

The following security provisions shall be incorporated into all contracts in which contractor and/or subcontractor personnel perform the work on the Pentagon Reservation.

E9.1. SECURITY BRIEFING

All contractors, in conjunction with the Contracting Officer, are responsible for ensuring that all its employees assigned to the Pentagon receive information regarding security issues. This briefing as a minimum will cover: 1) wearing the Building Pass; 2) knowing emergency numbers; 3) being aware of random inspections of packages, briefcases and other hand held materials when entering or exiting the building; and, 4) escorting procedures. For those contractors that will be handling classified materials, additional information will be provided to include transporting, securing, and disposing of classified material.

E9. 2. STANDARDS OF CONDUCT

All persons employed in the boundaries of the property or restricted access areas and all persons permitted to enter such property and areas shall comply with the security regulations contained in Administrative Instruction 30 and any additional requirements that have been established for contract.

E9.2.1. The contractor assumes responsibility for ensuring that all its employees, subcontractors, invitees and guests observe all applicable security regulations, standards, statutes and requirements. The contractor shall make it a specific provision of its subcontracts that these conditions be accepted.

E9.2.2. The contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity, and shall be responsible for taking such disciplinary action with regard to its employees, such as ensuring that employees do not disturb papers on desks, open drawers or cabinets, or use Government telephones, except as authorized.

E9.3. BUILDING PASS

Application for building passes shall be limited to employees assigned to the Pentagon.

E9.3.1. The contractor, and all subcontractors, shall provide required background information on all contractor personnel (and any others) who require continuing access

to the Pentagon. To permit the Government to supply passes for on-site personnel, contractors shall cause each individual to fill out a personal identification form. Those forms shall be provided in advance by the Government to the contractors. Information required shall include, but is not limited to; full legal name, date of birth, race, sex, social security number, height, weight, place of birth and citizenship (note: If employee is not an US citizen, information relating to their eligibility to work in the United States is required.)

E9.3.2. Processing the forms shall be performed by the Government, at Government expense. The clearance process for passes takes 3 to 5 working days for a temporary clearance and a minimum of 30 days for a permanent clearance. Contractor personnel will be given access for the period of performance of the contract. Contracts with a performance period of one year or more will be given access for a period not to exceed one year.

E9.3.3. The building pass furnished by the Government to each contractor employee shall authorize the wearer to enter and leave the building for that contract. The pass must be worn and must always be clearly visible when on the work site. The individual shall retain that pass as long as he or she requires continued admittance to the site, but the contractor shall arrange for its immediate return to the Government when such need ceases to exist. If access is required beyond the expiration date, a renewal application shall be required to be submitted a minimum of 5 working days before the pass expiration date.

E9.4. PARKING PASS

In addition to individual building passes, the contractor is also responsible for insuring vehicles anticipated to be used in relation to the project are cleared for access. This access includes delivery of materials and supplies.

E9.4.1. Contractor shall submit to the Contracting Officer the following information:

- E9.4.1.1. Make
- E9.4.1.2. Model
- E9.4.1.3. Tag Number
- E9.4.1.4. State of Registration
- E9.4.1.5. Date and time of arrival

E9.4.2. Parking is limited in and around the Pentagon Reservation. The contractor is encouraged to utilize public transportation whenever possible. Parking passes are limited and shall cover the period of performance of the contract. The Government does not guarantee any parking passes but will work with the contractor to provide a minimum of one pass per contract.

E9.4.3. Access for Delivery of Materials: The same information for the parking pass plus the name of the appointed driver for each vehicle requiring access for delivery of materials is necessary. Access for deliveries must be submitted to the contracting officer. Prior to delivery, the contractor must make contact with the Federal Facilities Division (FFD) Dock Master to schedule delivery. The Dock Master will provide instructions as when and where deliveries can be made. The Government shall inspect all materials and supplies prior to granting access.

E9.5. ACCESS

E9.5.1. Contractor employees shall not remain in secure or restricted areas during lunch hour without approval of the cognizant officials.

E9.5.2. For authorized overtime work, the contractor shall, when possible, give the contracting officer's representative 72-hours notice. This notice is required so that access to the building may be provided. This is a separate and distinct requirement from any notices required for power outages, equipment requests, etc.

E9.5.3. The contractor shall notify the contracting officer's representative not less than 24 hours in advance when he or she proposes to work in a security area. Notification shall include the following:

E9.5.3.1. Names of individuals who are to work.

E9.5.3.2. The exact time, date, and hours of work.

E9.5.3.3. Areas of the building in which work is to be performed.

E9.5.3.4. Number of persons working in each separate area.

E9.5.4. The contractor and its subcontractors shall not be permitted to maintain a field office on the Pentagon Reservation for the purposes of conducting any business other than work on current and active contracts at the Pentagon. Applicants for employment and all persons not entitled to access the Pentagon Reservation buildings should contact the contractor at its primary place of business.

E10. ENCLOSURE 10

PRESS BUILDING ACCESS

E10.1. POLICY.

The sensitive nature of the daily activities conducted in the Pentagon requires restricted measures regarding access to the Pentagon. The issuance of Pentagon building press passes will be restricted to those members of the media who either work full-time within the Pentagon or who visit at least 2 times a week. Therefore, having no obligation to protect classified defense information, members of the press will be treated in the same manner as other non-DoD personnel who have been provided access to the Pentagon.

E10.2. REQUEST FOR PASSES.

To receive a press pass, a qualified applicant must furnish a letter of accreditation from his/her editor or news director and must successfully pass a background security check (See enclosure 4 for details). Members of the press are cautioned that this process may take several weeks to complete. Applications to the press office are made by appointment only and will be scheduled on Mondays, Wednesdays and Fridays from 8:00 AM to 11:30 AM and from 1:00 PM to 3:30 PM (EST). Public Affairs must provide a security briefing to pass applicants prior to the issuance of the building pass. Building passes will be automatically deactivated for those members who do not enter the building frequently enough to merit continued unescorted access.

E10.3. ESCORT REQUIRED.

Those members of the press who do not possess a Pentagon building pass are accorded the same status as visitors and will display a red "Escorted Required" visitors pass. They must be escorted at all times by at least one person possessing a valid Pentagon building pass. If the escort holds a Pentagon press pass, the restrictions on building access for members of the press listed above apply.

E10.4. PRESS EVENTS

Press events occurring in the Pentagon should be scheduled in advance and appropriate escorts provided by public affairs personnel. Facilities in the Correspondent's Corridor of the Pentagon are reserved for the sole use of members of the press. However, given the limited space, visitors will ordinarily not be accorded use of these facilities unless prior arrangements have been made with their hosts.

E10.5. RANDOM INSPECTIONS

Members of the press should be advised that everyone is subject to random inspection

of personal belongings upon entry and exit to the Pentagon. This security measure applies to members of the press just as it does to every other individual entering the Pentagon and refusal to comply could result in arrest and prosecution.

E10.6. REVOCATION

The Secretary of Defense and his designated officials reserve the right to revoke access to the Pentagon for any member of the press who violates security restrictions, standards of conduct, lawful orders or United States statutory or regulatory law.

E11. ENCLOSURE 11

REIMBURSABLE SECURITY SERVICES

E11.1. PROTECTIVE SERVICES

E11.1.1. REQUEST PROCEDURES

E.11.1.1.1. Additional DPS security services may be requested to protect any area in any of the DoD Components controlled areas. The requesting DoD Component shall submit their request with a letter of justification to the Chief, DPS. The duty hours to be worked and specific procedures to be performed shall be attached to the letter. If approved, the requesting agency shall provide funding for the service by submitting DD Form 448, "Military Interdepartmental Purchase Request," to the DPS. The decision to meet the requests for additional services shall be determined by the Chief, DPS, based on national security, funding, available resources to meet mission requirements, and other facts.

E.11.1.2. SECURITY CLEARANCE

E.11.1.2.1. Any request to have a security clearance for members of the DPS or contract guards shall be based on those situations when their duties shall require access to, knowledge, or possession of classified information in order to perform tasks or services essential to the fulfillment of their duties.

E11.2. ELECTRONIC SECURITY SYSTEMS

E11.2.1. The Defense Protective Service (DPS), Security Services Division, will design, install, maintain, and monitor the alarms for customers monitored by DPS. The alarmed area occupants will be trained on the operation of the system. Written guidance on the operation, maintenance, and repair will be provided to the occupants.

E11.2.2. Agency Security Managers should submit requests for electronic security systems to DPS, Deputy Chief, Security Services. Upon receipt of a request, DPS will conduct a survey and prepare a cost estimate to include equipment and labor required to alarm the area. Once the agency receives the estimate, the agency will provide funding to and approval for DPS to proceed with the project. The agency should separately request the installation of necessary electric outlets and communications lines (these costs are not included in the DPS estimate and are funded directly to the provider). After installation and prior to alarm activation, the agency will provide to DPS an "Alarm Information Sheet" before DPS begins monitoring the system. The "Alarm Information Sheet" lists all personnel authorized to enter the area

and turn alarms on and off.

E11.2.3. All equipment is under warranty for a period of one year that begins the day after complete installation. Each year after the warranty period, an annual monitoring and maintenance service charge will be required from the agency to DPS for this service. This charge will be current fiscal year prices per zone per month. If the equipment needs repairing, the agency must reimburse the Defense Protective Service for the replacement part(s). A memorandum, outlining reimbursement procedures, will be sent at the beginning of each fiscal year for the upcoming FY. The installation and monitoring charge will be reimbursed to DPS using DD Form 448, "Military Interdepartmental Purchase Request (MIPR)" and DD Form 2647, "Reimbursable Project Worksheet".

E12. ENCLOSURE 12

PROPERTY CONTROL/INSPECTION

E12.1. PROPERTY REMOVAL

E12.1.1. General. All property, brief cases, packages, and other containers being removed from the buildings on the Pentagon Reservation are subject to inspection by the Defense Protective Service (DPS).

E12.1.2. There are three options to remove government property from buildings on the Pentagon Reservation that are not covered by a bill of lading or invoice. Documentation is required to remove personal property not accompanied by a sales document or not readily identifiable as such.

E12.1.2.1. Option (1): Use of one of the following forms by DoD Employees: Property Pass (GSA Optional Form 7), Request for Issue or Turn-in (Department of Defense Form 1150), Temporary Issue Receipt (Air Force Form 1297), Request for Issue or Turn-in (Department of the Army Form 3161) or Naval District of Washington, NAWCAD form 10460/1. The following information must be included on the forms in order to remove property:

E12.1.2.1.1. Individual(s) removing property:

E12.1.2.1.1.1. Name

E12.1.2.1.1.2. Building assigned/Organization/Room number/Phone number.

E12.1.2.1.1.3. Description of Property to include serial numbers.

E12.1.2.1.1.4. Signature

E12.1.2.1.2. Individual assigning property (equipment/supply custodian):

E12.1.2.1.2.1. Name

E12.1.2.1.2.2. Organization/Room number/Phone number

E12.1.2.1.2.3. Title

E12.1.2.1.2.4. Date of Issue

E12.1.2.1.2.5. Date of return (not to exceed 180 days)

E12.1.2.1.2.6. Signature

E12.1.2.2. Option (2): Non-Government visitors to the Pentagon will be required to provide a memorandum with official/business letterhead, providing the information in Option (1) is on it. This memo will be given to the DPS officers when exiting the building.

E12.1.2.3. Option (3): Official visitors who do not have access to one of the above mentioned forms, or who cannot provide a memo, will have to fill out a Property Removal Card, at the exit location. He/she will present a picture identification and fill out the following information:

E12.1.2.3.1. Name

E12.1.2.3.2. Organization/Company

E12.1.2.3.3. Address

E12.1.2.3.4. Phone

E12.1.2.3.5. Office Visited, POC, Phone

E12.1.2.3.6. Items being removed, to include serial numbers

E12.1.2.3.7. Exit location (Corridor 2, Corridor 3, Corridor 8, Mall, River, Metro)

E12.1.2.3.8. Signature

E12.1.2.3.9. Date

E12.1.2.4. Upon exiting the Pentagon, DPS officers will collect all one-day forms, memos, and cards. All extended use forms or memos will not exceed 180 days.

E12.2. PROPERTY INSPECTIONS

E12.2.1. General. DPS Police Officers will conduct random entry-exit inspections. Officers will not allow employees or other personnel to remove classified items without proper documentation that has been approved by DPS. A Courier Authorization Card (DD Form 2501), a Defense Intelligence Agency (DIA) Courier Pass or Office of Naval Intelligence, ONI Form 55107/7 Courier Card is required to remove classified items.

E12.2.2. In the event an Officer discovers a violation involving the removal of classified items, including unmarked magnetic media, the Officer will obtain the individual's name, organization, duty phone and office numbers and will contact the appropriate security manager to pick up the items immediately. If the Officer cannot reach the appropriate security manager, the individual will be given three options: 1) the Officer will accompany the individual back to his/her office to obtain proper courier

documentation; 2) the Officer will accompany the individual back to his/her office and the material will be stored in an appropriate safe; or 3) the individual will accompany the Officer to the DPS Operations office where the material will be stored until retrieved by an authorized person. The Officer will provide an incident report to DPS' Security Services, Information Security Program Manager, who will then contact and brief the responsible security manager.

E13. ENCLOSURE 13

WEAPONS AND/OR EXPLOSIVES

E13.1. POLICY. The unauthorized possession or use of personal firearms and/or explosives on the Pentagon Reservation is prohibited. Authorization to carry, transport, store firearms and/or explosives must be obtained from the Chief, DPS. This includes personal weapons issued to General Officers.

E13.1.1. Security Force. Any security force, which is located in the Pentagon, is permitted to wear firearms in its respective areas of control while responding to and from an alarmed area. Members of security forces shall, to the greatest extent possible, refrain from wearing firearms in areas heavily frequented by members of the public: i.e., Pentagon concourse and building entrances, except in conducting official business or personal protection of designated officials. Authorization for security forces to be armed must be obtained from the Chief, DPS.

E13.1.2. Protection Detail. Any armed person, who provides personal protection for a visitor to the Pentagon, shall notify the Chief, DPS, in writing, in advance. Telephonic notification on short notice visits is authorized.

E13.1.3. Admittance. Any DOD Components that require a weapon or explosive device to be brought into a building on the Pentagon Reservation shall submit a letter of permission to the Chief, DPS. Firing pins must be removed from weapons, explosive devices must be inert, and no ammunition may accompany the weapon. The following information is required:

E13.1.3.1. The date and time-of-entry.

E13.1.3.2. Place of entry.

E13.1.3.3. Name of individual carrying the weapon or explosive.

E13.1.3.4. Room number of the office to be visited.

E14. ENCLOSURE 14

SECURITY EQUIPMENT AND CONSTRUCTION

E14.1. PHYSICAL SECURITY EQUIPMENT

E14.1.1. The Chief, DPS, or designee shall requisition and maintain all perimeter physical security systems on the Pentagon Reservation, except those areas under the direct control of a DoD Component.

E14.1.2. All security systems to be utilized on the Pentagon Reservation will be approved by the Chief, DPS or designee. This will include systems procured by Military Departments or DoD Agencies. Agencies installing systems that require DPS to be the primary response element will install the system so that DPS is able to monitor the system from the DPS Communication Center.

E14.2. BUILDING PERIMETER LOCKS

E14.2.1. Locks. The Chief, DPS, or designee shall be responsible for installing and maintaining all locks, mechanical and electric, on perimeter doors of the buildings on the Pentagon Reservation. Military Departments or DoD Agencies are responsible for the installation and maintenance of their respective lock systems. In Pentagon-renovated areas – after completion of construction, DPS will install the initial lock systems. However, Military Departments or DoD Agencies are responsible for maintenance. The Pentagon Building Manager's Office is responsible for installing interior door locks in existing offices, as well as, newly remodeled areas. Key control measures are detailed in Administrative Instruction 26, "Information Security supplement to DoD 5200.1-R" (Chapter 5, Section 4).

E14.3. SECURITY CONSTRUCTION

Requests for security construction in space assigned to the DoD Components or public corridors shall be processed, as follows:

E14.3.1. Requests. The requester shall submit the request for work to the Building Manager (BM) of the Federal Facilities Division. A letter of justification, to include the pertinent regulation requiring the construction, shall be attached to the request.

E14.3.2. Review. After review, the BM shall consult with the Chief, DPS, or designee, and review the proposal. The final determination shall be based on ensuring that the security regulation is properly enforced and uniform standards are applied by all of the DoD Components.

E14.3.3. Approval/Disapproval. The request shall be returned to the BM for processing. If the request does not meet security standards, the BM shall return it to the requester.

E14.4. Common Use Information Technology (IT) infrastructure security. The Director, Network Infrastructure Services Agency – Pentagon (NISA-P) or his designee shall exercise access control of all Common Use Information Technology (IT) infrastructure.

E14.4.1. In order to insure the security and integrity of the Pentagon's common use IT infrastructure, access to its components must be controlled. Common use IT infrastructure consists of common use telecommunication closets, equipment rooms, pathways, cable trays, Protected Distribution System (PDS), media and equipment. For the purpose of this policy the building is divided into two areas – renovated and non-renovated. In both areas, access to any common use IT infrastructure will be under the control of the NISA-P. Anyone requiring access to Pentagon common use IT infrastructure will contact the Network Systems Management Center, Room BE884, at 614-6762, to request/coordinate access.

E15. ENCLOSURE 15

DESTRUCTION OF CLASSIFIED MATERIAL

E15.1. DESTRUCTION PROCEDURES.

E15.1.1. A central destruction facility (incinerator) on the Pentagon Reservation shall be used by all DoD components primarily for the destruction of classified information. The incinerator has been approved for the destruction of material up to, and including, TOP SECRET and Sensitive Compartmented Information (SCI). However, sensitive unclassified and privacy act information may also be destroyed at the incinerator. For efficient operation, the following destruction procedures shall be followed by DoD Components:

E15.1.2. BAGS. Classified waste material awaiting destruction will be placed in printed red and white striped bags (burn bags). Burn bags shall not be used to package classified material not intended for delivery to the incinerator or to carry personal items. If standard burn bags are unavailable, plain brown bags shall be marked with bold red stripes and used as a substitute.

E15.1.2.1. Burn bags shall be marked with the highest level of classified material placed therein, name of the DoD component, room number, telephone number and name of cleared delivery person.

E15.1.2.2. Classified material placed in each burn bag shall not exceed 10 pounds. Do not double bag the material. The filled bags shall be sealed with 1-inch masking tape or the open end minimally folded once and stapled every 2 inches.

E15.1.2.3. Hard drives containing classified information up to the SECRET level may be destroyed at the incinerator or shipped via secure means to the National Security Agency (NSA), Physical Destruction Office, Fort Meade, MD. Hard drives containing TOP SECRET information or SCI must be shipped via secure means to NSA. Classified hard drives may be placed in burn bags; however, no more than two hard drives per bag. DoD components are not required to degauss hard drives prior to incineration or shipment to NSA. Procedures for packaging and securing the shipment of hard drives to NSA can be obtained from the DPS, Security Services Division, Information Systems Security Section.

E15.2. PICK-UP. Classified waste material is picked up daily between the hours of 8 a.m. to 9 a.m. and 11 a.m. to 12 noon at the South Loading Dock (next to corridor 3), the Pentagon. DoD Components with high volumes of classified waste may coordinate for special pick-up with the incinerator supervisor, telephone number (703) 695-1828. Cleared incinerator operators/drivers shall display DD Form 1466, "DoD Building Pass" and DIA Form 42, "Sensitive Compartmented Information (SCI) Courier Pass

Authorization", on request. The Chief, DPS, or designee shall ensure that all incinerator operators/drivers have appropriate security clearances.

E15.3. SHREDDERS. The incinerator is an approved DoD facility for destruction of classified material. However, there may be unique circumstances which may warrant the purchase/use of shredders. All requests for purchases of shredders shall be reviewed and approved or disapproved by the Deputy Chief, Defense Protective Service, Security Services Division.

E15.4 ACCOUNTABILITY

The following procedures shall be followed:

E15.4.1. Required Information. The information listed below is required to maintain accountability of all bags destroyed at the incinerator. Users have two options in providing this information: 1) DPS-provided form; or 2) A memorandum or letter prepared by the User. The letter or memorandum shall be typed on 8 1/2- by 11-inch paper, DoD letterhead, and in the following format:

E15.4.1.1. Date (the month, day, and year the bags are delivered)

E15.4.1.2. Department or Agency name.

E15.4.1.3. Office Symbol or Component name.

E15.4.1.4. Telephone number (the telephone number of the DoD Component POC).

E15.4.1.5. Number of Unclassified bags

E15.4.1.6. Number of Confidential bags.

E15.4.1.7. Number of Secret bags.

E15.4.1.8. Number of Top Secret bags.

E15.4.1.9. Number of SCI bags.

E15.4.1.10. Total number of bags.

E15.4.1.11. Name of cleared delivery person.

E15.4.1.12. Name of driver

E15.5. RETENTION. The incinerator supervisor shall retain copies of letters/memorandums, minimally, for 2 years.

E15.6. EMERGENCY PLANNING. DoD components will develop office procedures to protect, remove, or destroy classified material in case of fire, natural disaster, civil disturbance, terrorist activities, or enemy action. Planning for emergency protection will include the following:

E15.6.1. Emergency destruction under no-notice conditions.

E15.6.2. Reduction of the amount of classified material on hand.

E15.6.3. Storage of less frequently used classified material at more secure locations.

E15.6.4. Transfer of as much retained classified information to microforms or to removable information systems media as possible, thereby reducing bulk.

E16. ENCLOSURE 16

COUNTERINTELLIGENCE (CI) & TECHNICAL SURVEILLANCE COUNTERMEASURES

E16.1 COUNTERINTELLIGENCE (CI):

E16.1.1. Overall Counterintelligence (CI) Responsibility:

E16.1.1.1. The Chief, DPS, or designee has primary responsibility for ensuring that all CI-Crimes that occur on the Pentagon Reservation are properly reported and investigated and shall be responsible for the timely receipt and handling of all CI reports of suspicious activity or CI-related incidents. The CI Unit, DPS will receive all reports and conduct initial inquiries into CI matters. DPS will forward and coordinate valid CI reports to the component which commands investigative jurisdiction over the individuals involved in accordance with applicable DOD Directives and Memorandums of Agreement. Due to the nature of CI investigations, certain cases may warrant special procedures. Approval for special procedures and other exceptions will be made only by the Chief, DPS.

E16.1.2. CI Technical Surveillance Countermeasures (TSCM) and Technical Surveillance Measures (TSM) Interagency Coordinator and Approval Authority:

E16.1.2.1. The Chief, DPS, or designee has primary TSCM responsibility for the Pentagon Reservation. All requests for TSCM investigations will be coordinated with CI Unit, DPS and will be referred to the applicable Component TSCM program manager. All TSCM and TSM activities (including all surveillance installations and Red Team operations) on the Pentagon Reservation will be subject to the approval and coordination of the DPS Counterintelligence Unit.

E16.2. REQUEST PROCEDURES

E16.2.1. Requests for CI support by DPS to include reporting of suspicious activity will be reported by secure means directly to the DPS CI Unit. CI inquiries are classified at the SECRET level.

E16.2.2. Requests for TSCM investigations by DPS to be conducted in support of any Pentagon Reservation activity will be by secure means directly to the DPS CI Unit. Ensure that requests for such support are not made from the area to receive the support. Information which discloses the date and location of a TSCM investigation is classified SECRET.

E16.2.3. Gifts provided to DoD officials by representatives of foreign governments must be provided to the DPS CI Unit for x-raying and other classified investigative

techniques. This will occur after the gifts have been processed and appraised and prior to them actually being placed on furniture or in display cases in the Pentagon or in executive residences. NOTE: Gifts are screened to detect and neutralize surveillance penetration devices and not to detect explosive devices.

E16.3. APPROVAL AND COORDINATION REQUIREMENTS:

E16.3.1. All TSCM and TSM investigations and activities conducted on the Pentagon reservation will be subject to approval by and coordination through the DPS Counterintelligence Unit. Once approved, the component or agency conducting the investigation or activity will coordinate with both the DPS Counterintelligence Unit and the appropriate CI organizations involved. All requests will be submitted directly to the DPS Counterintelligence Unit and will be referred to the appropriate organization. DoD Components and outside (non-DoD) Agencies will be required to disclose, to the DPS Counterintelligence Unit, the location and date(s) of the TSCM investigations as well as immediate notification upon the discovery of any clandestine monitoring device (or any covert surveillance penetration) discovered on the Pentagon Reservation. Proof of legal authority, location and type of technology will be disclosed, to the DPS Counterintelligence Unit, prior to approval for the installation of any covert surveillance device or system by any DoD Component or outside (non-DoD) Agency on the Pentagon Reservation.

E16.3.2. The DPS, Security Services, CI Unit can be reached at (703) 697-6248 or by STUIII secure telephone or facsimile at (703) 695-2325. All CI requests, reports, and associated information should be treated at the classified SECRET level.

E17. ENCLOSURE 17

TRAINING

17.1 SECURITY AWARENESS BRIEFING

17.1.1. Supervisors of newly assigned cleared and un-cleared personnel are responsible for ensuring that employees know who their Authorizing Official and Security Managers are and how to reach them. Prior to issuing applicants a DoD Building Pass Request, the Authorizing Official will provide a security awareness briefing to all new employees to include as a minimum the following items.

E17.1.1.1 Passes. Ensure that every individual entering the Pentagon knows how to display the proper security pass and is aware of his or her affirmative responsibility to stop and/or report an individual not displaying a proper pass. Ensure also that every individual knows that white passes are for government personnel, pink passes are for contractors, tan passes are for foreign personnel and blue passes with "PRESS" printed on them are for members of the news media. Additionally, ensure that all personnel are aware that lost passes must be immediately reported to the DPS Pass Office (695-5923).

E17.1.1.2 Escorts. Ensure that every individual escorting a visitor in the Pentagon building understands that visitors may not be left unattended at any time and that even one occurrence of this type may result in revocation of a pass holder's escort privileges. Additionally, every individual working in the Pentagon will know that they have an affirmative obligation to confront and/or report unescorted visitors to the DPS.

E17.1.1.3 Classified Materials. Ensure that every individual working in the Pentagon knows that classified material may not be removed from the Pentagon without a proper courier card and without proper packing and protection. Inside the Pentagon, no material may be carried outside of office space unless it is also properly covered and safeguarded.

E17.1.1.4. Disposal of Classified Material. Ensure that every individual working in the Pentagon knows that classified material may be destroyed only in an authorized manner at the Pentagon Incinerator.

E17.1.1.5. Classified Storage. Ensure that every individual working in the Pentagon understands that all classified material must be stored in GSA approved storage container or in an approved open storage office space.

E17.1.1.6. Telephones. Ensure that every individual working in the Pentagon understands that classified information may be discussed only on secured telephones.

E17.1.1.7. Facsimiles. Ensure that every individual working in the Pentagon understands that facsimiles containing classified material may only be transmitted from a secured facsimile machine to a secure facsimile machine.

E17.1.1.8. Cellular Phones. Ensure that every individual working in the Pentagon understands that all cellular phones must be disconnected from the batteries when entering SCIFs, and visitors to SCIFs must surrender their cellular phones to SCIF personnel who will maintain custody until the owner departs.

E17.1.1.9. Computers. Ensure that every individual working in the Pentagon understands that classified information may only be processed on approved secure computers, all approved computers and diskettes must be clearly marked with the appropriate security labels, and personally owned computers may never be used to process classified material.

E17.1.1.10. Photocopiers. Ensure that every individual working in the Pentagon understands that classified material must be properly marked and may only be copied on approved photocopiers and/or reproductive equipment.

E17.1.1.11. Discussion of Classified Subjects and Materials. Ensure that every individual in the Pentagon understands that discussion of classified subjects or materials is only allowed in approved/secure areas. Discussions of classified subjects in the Pentagon hallways or dining areas, the Center Court area, the POAC, or in private vehicles during commutes to and from the Pentagon is strictly prohibited.

E17.1.1.12. Procedures for Reporting Suspicious Persons and/or Circumstances. Ensure that every individual in the Pentagon understands that all suspicious persons and/or circumstances should be immediately reported to DPS at 697-5555.

E17.1.1.13. Know Who Security Managers are. Ensure that every individual in the Pentagon knows who his/her Security Manager is and how to reach them.